

**AGENDA FOR A REGULAR MEETING OF THE CIVIL SERVICE COMMISSION  
TO BE HELD AT 6:00 P.M., THURSDAY EVENING, SEPTEMBER 9, 2004  
CITY COUNCIL CHAMBERS, #2 CIVIC CENTER PLAZA - 2nd FLOOR**

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All matters listed under the Consent Agenda below will be considered by the Commission to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Commission or persons in the audience request specific items be removed from the Consent agenda to the Regular Agenda for discussion prior to the time the Commission votes on the motion to adopt the Consent Agenda.

**CONSENT AGENDA**

1. Discussion and Action on Approval of Minutes:

August 26 2004

2. Discussion and Action on Approval of Contracts:

A. Eighteen (18) Independent Services Contract for the El Paso Museum of Art:

1. Burtz, Wendy
2. Doyle, Miles
3. Fritsch, Ronald, P.
4. Garcia, Martha A.
5. Jones, Rosie
6. Light, Susan
7. Livingston, Marie
8. Livingston, Marie
9. Long, Mary
10. Najera-Macias, Norma
11. Overstreet, Mitsu
12. Parks-Mapes, Jacque
13. Parra, Alice
14. Payan-Heim, Maryalice
15. Rodriguez, George
16. Rudnick, Janine
17. Speaker, Tracy
18. Valenzuela, Miguel

B. Personal Services Contract with Norma P. Becerra to perform the duties of Response Team Case Manager from September 15, 2004 through August 31, 2005, for the El Paso Police Department.

C. Personal Services Contract with Margaret Petrozza-Meraz to perform the duties of Safe Communities Coordinator from October 1, 2004 through September 30, 2005, for the El Paso Police Department.

D. Cooperative Education Contract with Oscar Sevilla from September 15, 2004 through August 31, 2005, for the Arts and Culture Department.

- E. Personal Services Contract with Gerardo Velasquez to perform the duties of Project Review Coordinator from September 20, 2004 through September 19, 2005, for the Parks & Recreation Department (Tabled 08/26/04).
- F. Personal Services Contract with Blanca M. Gonzalez to perform the duties of Executive Staff Assistant from September 8, 2004 through March 7, 2005, for the City Manager.
- G. Personal Services Contract with Larry E. Romero to perform the duties of Business Retention and Expansion Manager from September 15, 2004 through September 14, 2005, for the Economic Development Department.

3. Discussion and Action on Approval of Applications for Outside Employment:

A. Arrieta-Candelaria-Carmen-Comptrollers	EE. Imai-Andrew-Police
B. Barnes-Charles E.-Police	FF. Lara-Luis Jr.-Police
C. Bowling-Anna-Police	GG. Lopez-Francisco A.-Mass Transit
D. Briones-Juan F.-Police	HH. Lopez-Stella-Police
E. Bruce-Lucy-Zoo	II. Maldonado-Horacio-Police
F. Brucks-Michael-Police	JJ. Martinez-Javier J.-Police
G. Butzon-William Scott-Police	KK. Martinez-Nancy-Police
H. Campos-Carlos-Police	LL. Melendez-Gilbert-Police
I. Candia-Robert-Police	MM. Mijares-Victor O.-Police
J. Carrasco-Meza-Gertrudis Julieta-MPO	NN. Molina-L.Elizabeth-Police
K. Castillo-Hector-Police	OO. Montoya-Edmundo-Police
L. Chaires-Raymon A.-Police	PP. Nuzzo-Vicenczo-Bldg. Permits & Insp.
M. Cintron-Jose Andy-Police	QQ. Ojeda-Michelle Y.-Police
N. Clark-Daryn-Police	RR. Ontiveros-Adrian-Police
O. Cordero-Jessica-Police	SS. O'Quin-Michaela-Police
P. Corral-Gabriel G.-Police	TT. Perez-Victor A.-Police
Q. Curlee-Aaron-Police	UU. Pratt-Robert-Police
R. Diaz-Guadalupe-Police	VV. Ramirez-David-Police
S. Ed, Stuart-Police	WW. Ransom-David-Police
T. Estrada-Eduardo-Police	XX. Reta-Luis-Police
U. Flores-Oscar-Police	YY. Reta-Manuel-Police
V. Garcia-Jorge-Police	ZZ. Ruiz-Adrian-Police
W. Garcia-Roberto-Police	AAA. Santa Anna-Alberto-Street
X. Gardea-Juan C.-Police	BBB. Sianez-Efrain-Police
Y. Gonzalez-Enriqueta-Municipal Court	CCC. Slape-Kevin M.-Fire
Z. Gonzalez-Ramiro Jr.-Police	DDD. Varela-Nicolas-Police
AA. Griego-Efrain-Police	EEE. Vega-Joe-Police
BB. Herrera-Jaime-Community Dev.	FFF. Wade-Ernest-Police
CC. Hoyer-Joel-Police	GGG. Walaski-James R.-Police
DD. Huynh-Kenny-Police	HHH. Wells-Charles D.-Police

4. Notice of Promulgation of Eligible Lists:

- A. Fire Lieutenant (P-55)
- B. Plumber (O-3)
- C. Police Trainee (O-188)
- D. Residential Inspector (P-1)

5. Discussion and Action on Approval of Classification Actions:

NEW JOB CLASS/REVISED JOB CLASS/REVISED JOB CLASS & GRADE;REVISED JOB CLASS, TITLE & GRADE

TITLE

CODE

GRADE

ITEM NOT USED.

6. Approve placement of incumbents into reclassified positions, in accordance with Rule 4, Section 4 and Rule 11, Section 9 and Personnel Department's recommendation:

TITLE

CODE

GRADE

OFFICIAL: Equipment Operator II

3220

GS 15

PROPOSED: Refuse Equipment Operator  
Piñon, Samuel

3210

Same

7. For Notation: Request to have appeal heard by Arbitrator:

A. Flores, David – Suspension – Police Dept. (CP04-149)

B. Walker, Charles F. – Suspension – Police Dept. (IA04-064)

8. Discussion and Action on Transfer of Incumbents from El Paso Public Library to Purchasing Department in accordance with Civil Service Charter Article VI, Section 6.11-3 and Civil Service Rule 5, Section 3.

	<u>Incumbent</u>	<u>Position</u>	<u>Grade</u>
A.	Mendez, Alizabeth .....	V.O.E. Clerk	
B.	Gonzalez, Yadira Guadalupe.....	V.O.E. Clerk	
C.	Gonzalez, Jesus Francisco.....	Photocopy Operator.....	GS 12
D.	Rios, Nicolas .....	Photocopy Operator.....	GS 12
E.	Vacant .....	Printing Supervisor .....	GS 21

Discussion and Action on Transfer of Incumbents from the Economic Development Department to the Planning Department in accordance with Civil Service Charter Article VI, Section 6.11-3 and Civil Service Rule 5, Section 3.

F. Castle, Linda June ..... Planner I..... PM 72

Discussion and Action on Transfer of Incumbents from the Parks Department to the Engineering Department in accordance with Civil Service Charter Article VI, Section 6.11-3 and Civil Service Rule 5, Section 3.

G.	Jose A. DeLaRosa	Parks Engineering Tech	GS 26
H.	Jose A. Cardoza	Engineering Tech III	GS 24

Discussion and Action on Transfer of Incumbents from Municipal Services to the Engineering Department in accordance with Civil Service Charter Article VI, Section 6.11-3 and Civil Service Rule 5, Section 3.

I.	Gloria Saenz	Architectural Intern	PM 75
J.	Armando Jimarez-Cortez	Chief Architect	EX G
K.	Joel Guzman	Mechanical Engineer III	PM 80
L.	Vacant	Environmental Engineer Assoc. II	PM 78

M.	Octavio Holguin	Environmental Engineer Assoc. II	PM 78
N.	Steve Teran	Environmental Engineering Tech I	GS 24
O.	Vacant	Environmental Engineering Tech II	GS 26
P.	Vacant	Engineering Section Chief	EX G

Discussion and Action on Transfer of Incumbents from the Comptroller Department to the Parks Department in accordance with Civil Service Charter Article VI, Section 6.11-3 and Civil Service Rule 5, Section 3.

Q.	Jeff Tepsick	Accountant I	PM 72
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Discussion and Action on Transfer of Incumbents from the Mayor's Office to the Planning Department in accordance with Civil Service Charter Article VI, Section 6.11-3 and Civil Service Rule 5, Section 3.

R.	Mark Alvarado	Neighborhood Liaison	\$39,999 yearly
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9. Discussion and Action on Withdrawal of Appeal of Suspension filed by Anita Hulse, Police Department, 04-PD-11PP.

10. Discussion and Action on request to have name placed on Transfer list:

*ITEM NOT USED*

11. Discussion and Action on Request to have name placed on Reinstatement List:

Lucero, Isela – Clerk III – El Paso Water Utilities

12. Discussion and Action on Approval of Merit increases in accordance with C.S.C. Guidelines:

A.	EPWU – Gonzalez, Armando Jr. – Engineering Services Manager
B.	EPWU – Loweree, Fred A. – EPWU Human Resources Manager
C.	EPWU – Parker, Karol – EPWU Public Affairs

13. Discussion and Action on Request for Temporary Promotion:

A.	Gadson, Timothy – Airport
	From: Custodial Worker
	To: Shuttle Bus Operator

14. Discussion and Action on Request to reset ending date of probationary period in accordance with Article VI, Section 6.9-1 of the C.S.C. Charter:

A.	Mefford, Robert – Traffic Signs & Markings Worker II – Airport
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15. Discussion and Action on Request to Work Employee Out of Classification:

A.	Villanueva, Terry – Purchasing Department
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From: Administrative Assistant  
To: Accounting Technician

### **REGULAR AGENDA**

16. Discussion and Action regarding pending City layoffs.
17. Discussion and Action on Rule 14.7 – Efficiency Ratings – Appeals (Tabled 08/12/04 & 08/26/04).
18. Discussion and Action on collaboration between Human Resources and Information Technology to make Civil Service Commission agenda and backup available through the City's website (Tabled 08/26/04).
19.
  - A. Discussion and Action on reconsideration of placement of incumbent into reclassified position in accordance with Rule 4, Section 4 and Rule 11, Section 9 and Personnel Department's recommendation:  
  
Ray Mendoza incumbent to reclassified position of Toll Collection Manager
  - B. Discussion and Action on placement of incumbent into reclassified position in accordance with Rule 4, Section 4 and Rule 11, Section 9 and Personnel Department's recommendation:  
  
Ray Mendoza incumbent to reclassified position of Toll Collection Manager
  - C. Discussion and Action on Approval of Merit increase for Ray Mendoza in accordance with C.S.C. Guidelines.
20. Discussion and Action on appeal from Patrick Curry, Fire Department, reference reclassification from Firefighter to Fire Paramedic.
21. Discussion and Action on Appeal of Disqualification to take Examination in accordance with C.S.C. Rule 9.1.c.:
  - A. Esquivel, Yolanda I. – Accounting Technician
  - B. Mendez, Rosalia – Accounting Technician
  - C. Peña, Louisa – Accounting Technician
  - D. Gavaldon, Ruben – Police Trainee
  - E. Rodriguez, Juan Pablo – Police Trainee
  - F. Theriault, Ryan – Police Trainee
22. Discussion and Action on Appeal of Disqualification to take Examination and/or Removal of Name from Eligible List in accordance with C.S.C. Rule 8.1.d.1.:
  - A. Alvarado, Jr., Raymundo – Recreation Services Coordinator
  - B. Gallegos, Delfina V. – Recreation Services Coordinator

The Civil Service Commission will retire into Executive Session to deliberate on Item 23 and related matters pursuant to Civil Service Commission Rule 1, Section 2 (d) and the Texas Government Code, Sections 551.071 - 551.074 to discuss any of the following (The items listed below are matters of the sort routinely discussed in Executive Session, but the Commission may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.):

Section 551.071 CONSULTATION WITH ATTORNEY

23. Discussion and Action on Appeal of Disqualification to take Examination and/or Removal of Name from Eligible List in accordance with C.S.C. Rules and Regulations:

- A. Martinez, Manuel – Bid Clerk (Ord. 8064, 5.1.b.)
- B. Mendoza, Michelle – Toll Collector (Ord. 8064, 5.1.b.)

Posted this 3<sup>rd</sup> Day of September, 2004 at \_\_\_\_\_ p.m.

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Sandy Porras for Rosy Buenning, C.S.C. Recorder

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Sign language interpreters will be provided for this meeting upon request. Requests must be made to Human Resources at a minimum of 24 hours prior to the date and time of the meeting. Copies of this agenda will be provided in Braille, large print or audio upon request. Request must be made a minimum of 48 hours prior to the date and time of the meeting.

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